




The Secretary of Energy
Washington, DC 20585

October 12, 2005

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: SAMUEL W. BODMAN 
SUBJECT: Headquarters Federal Employee Occupational Safety and Health Program Activities and the President's Safety, Health, and Return-to-Employment Initiative

On January 9, 2004, the President directed Federal supervisors and managers to eliminate unsafe and unhealthy working conditions and announced the Safety, Health, and Return-to-Employment Initiative to be led by the Department of Labor. It is a priority for the head of each Headquarters Departmental Program Element to reduce the total case rates for injuries, illnesses, lost work time, lost production days, as well as improve the timeliness for filing cases with the Department of Labor.

I am directing all Headquarters Elements to work with the Federal Employee Occupational Safety and Health Steering Committee and the Office of Environment, Safety and Health to formulate and execute activities to implement the President's and related Headquarters health and safety Initiatives.

If your organization has not already appointed a representative to this Steering Committee, please do so and notify John Spitaleri Shaw, Assistant Secretary for Environment, Safety and Health, of your selection.

Please join me in meeting our responsibility to our Headquarters Federal workers by reducing injuries and illness, returning injured workers to productive employment, and making our workplace as safe as possible.





Department of Energy

Washington, DC 20585

September 12, 2005

ES 2005-009124

MEMORANDUM FOR THE SECRETARY

FROM:

JOHN SPITALERI SHAW
ASSISTANT SECRETARY FOR
ENVIRONMENT, SAFETY AND HEALTH

SUBJECT:

ACTION: Sign the Attached Memorandum on the Headquarters Federal Occupational Safety and Health (FEOSH) Program and the President's Safety, Health, and Return-to-Employment (SHARE) Initiative

ISSUE:

In January 2004, the President directed Federal Agencies to develop goals for a SHARE Initiative. Additionally, the Headquarters FEOSH Steering Committee has identified four health and safety activities that need to be addressed.

Headquarters Program Offices have been working together, through the Steering Committee, to enhance worker protection and emergency preparedness programs for Headquarters employees. Additional senior management focus and support for these activities are critical to meeting the goals of the President's SHARE and related Headquarters FEOSH Initiatives.

This memorandum will establish a set of expectations to assist in maintaining the focus and efforts to promote FEOSH programs and allow the Department to meet its SHARE goals for Headquarters.

BACKGROUND:

The FEOSH Program is mandated by section 19 of the Occupational Safety and Health Act of 1970; title 29, Code of Federal Regulations, part 1960; and Executive Order 12196.



DISCUSSION:

On January 9, 2004, President George W. Bush directed Federal supervisors and managers to eliminate unsafe and unhealthy working conditions and announced the SHARE Initiative, which is being led by the Department of Labor (DOL). In response to this directive, the Heads of each Headquarters Departmental Program Element must undertake activities to reduce the total case rates for injuries, illnesses, lost worktime, lost production days, and improve the timeliness for filing cases with DOL.

Additionally, the Headquarters FEOSH Steering Committee has identified four key activities that it feels should be fully addressed and implemented at Department of Energy (DOE) Headquarters. These activities are: (1) an effective employee safety and health concerns program; (2) comprehensive workplace safety and health inspections; (3) mandatory safety and health general employee training for all Federal employees; and (4) electronic workers' compensation and medical records management for Federal employees. While the FEOSH Steering Committee has started working on several of these activities, continued support by senior management is needed to assure proper focus and completion of these important safety and health issues.

SENSITIVITIES:

High visibility and interest by Headquarters Program Offices. Program results are reported annually to DOL.

POLICY IMPACT:

Creates no new policy. This memorandum reiterates existing policy and establishes the expectations on the part of the Secretary of Energy.

RECOMMENDATION: Sign the attached memorandum directing all Headquarters Program Secretarial Officers to implement the President's SHARE and related Headquarters FEOSH Initiatives.

Attachment

Approved: _____

A handwritten signature in purple ink, reading "Samuel W. Bodman". The signature is written over a horizontal line.

Disapproved: _____

Date: October 12, 2005

cc: J. Clay Sell, Deputy Secretary